

# BEAVERTON POLICE DEPARTMENT

# GENERAL ORDER

NUMBER: 4.01.00  
SUBJECT: MINIMUM TRAINING REQUIREMENTS  
EFFECTIVE: MAY 23, 2008  
REVIEW: MAY 2011, 2014, 2017, 2020, 2023

1. POLICY. The department will provide entry, annual, and career development training at all levels, and maintains records to document such training.
2. BASIC FIELD TRAINING. Before newly hired officers are released for patrol on their own, they must complete the Field Training & Evaluation Program (FTEP) and receive Chief of Police approval. Any officer who has not successfully completed the Field Training & Evaluation Program (FTEP) must be accompanied by or under the supervision of a Field Training Officer (FTO) or another certified officer or supervisor designated by the department.
3. DEPARTMENT OF PUBLIC SAFETY STANDARDS AND TRAINING. All regular officers must meet the Department of Public Safety Standards and Training (DPSST) training requirements needed for Basic Certification.
4. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS). All sworn officers will complete the appropriate training required under NIMS relative to their position and level of responsibility. This includes the completion of IS 100 and IS 700 during recruit training. Officers will receive annual training on the City of Beaverton's Emergency Operations Plans and Procedures.
5. ANNUAL TRAINING REQUIREMENT. It is intended that every sworn member receive a minimum of 30 hours of optional and mandatory training annually. In addition, all sworn officers will complete any yearly ongoing mandated training required by DPSST to maintain their levels of certification. Each officer will be responsible for completing the DPSST mandated training requirements within the specified times as identified in the Oregon Administrative Rules. Each program manager, assisted by the division supervisors will assist the training unit in the establishment of an in-service training program for the next year. The proposed program will include input and/or suggestions from staff personnel, legal counsel, current events, or inter-agency sources.
6. SUPERVISOR OR MIDDLE MANAGEMENT TRAINING. Every sworn police officer appointed or promoted to a first level supervisory or middle management position must successfully

complete the appropriate 80 hour training program approved by the Board on Public Safety Standards and Training within one year of appointment.

7. REASSIGNMENT BACK TO PATROL. If a police officer has been assigned to a specialized unit or has been on an extended leave of absence for more than six (6) months, the officer will complete the “ Beaverton Police Department Reorientation To Patrol Manual” prior to being assigned full-time back to a solo patrol position.

8. TRAINING BULLETINS. Training bulletins will be generated from the Training Division and issued to all personnel when significant legislative changes have been made to the Oregon Revised Statutes, the Oregon Vehicle Code, or the City of Beaverton Municipal Code. Training bulletins will also be generated and issued when any significant information is found to be of value to any or all police personnel.

9. ADDITIONAL TRAINING ENCOURAGED. All department personnel are encouraged to upgrade their knowledge and skill through supplemental courses available at community colleges, other police agencies, regional training courses, and/or law enforcement professional groups. This training must be pre-approved for overtime pay, credit for in-service training or higher DPSST certification levels.

10. TRAINING RECORDS ACCOUNTABILITY. Every department member is responsible to ensure that his/her training records are complete and up to date. The Training Division will periodically review officer's training files to ensure minimum training hours are in compliance. The Training Division shall maintain the training records for all department personnel.

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Chief of Police

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Date